

~~CONFIDENTIAL~~

Report For Week Ending 28 November 1956
from
FORMS MANAGEMENT BRANCH

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1. Cable Forms [] - Proofs of the Offset Cable Forms 12, 12a and 12a-1 have been received and are being coordinated with the Cable Secretariat. Initial supplies are due in by 15 December 1956.

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2. Form 1K Series [] The Form 1K series are presently being revised to provide an offset master in place of the ditto master.

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3. ORR Personnel Record Card and ORR Training Questionnaire []
A meeting is being arranged between members of ORR and Mr. [] of this branch to discuss the proposed forms in an effort to solve procurement and reproduction problems before finalization of the formats.

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4. Revision of Forms [] - Final drafts have been approved and returned for procurement action. The necessary specifications and paperwork will be completed in a day or two and then forwarded to Printing Service Division for printing. The OPI was very appreciative of our assistance on this project.

5. TrainingRecently Completed

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[] - IOC#3
- Conference Leadership
- Effective Writing

In Process

25X1

[] - IOC#4

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NO OF COPIES
New	2	-	1	2	5	111,000
Revision	1	-	1	2	4	18,400
Reprint	3	5	4	4	16	418,000
Total	6	5	6	8	25	547,400

Obsolete - 9

PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	2	4	7	5	18
Revision	1	-	4	13	18
Reprint	-	-	-	9	9
Total	3	4	11	27	45

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